

<b>Position:</b>	<b>Finance and Admin Officer</b>
<b>Location :</b>	Ankara, Turkey
<b>Application Deadline :</b>	25/04/2016
<b>Type of Contract :</b>	Service Contract
<b>Languages Required :</b>	English and Turkish
<b>Expected Duration of Assignment :</b>	Seven months
<b>Starting Date :</b> (date when the selected candidate is expected to start)	09-May-2016
<b>Reference:</b>	DW-FAO-2016

### **Background**

Development Workshop Cooperative which was established 12 years ago (2004) as a rights based non-profit organisation, has been producing baseline surveys, gap analysis, policy papers, as well as conducting capacity development programmes, advocacy and lobbying activities in the field social development in Turkey and region.

*Project on Improving the health and protection of vulnerable Syrian and marginalized migrants in Southern Turkey* with the financial support of ECHO – EU Humanitarian Aid and Civil Protection Department targets to reduce and mitigate protection risks for vulnerable migrant populations using an integrated approach of advocacy, information dissemination, and cash based assistance.

### **Specific duties and responsibilities:**

Assist Project Manager and advise Project staff on project activities by providing timely and efficient financial and administration support, in accordance with financial policies and procedures of ECHO. Manage the day-to-day personnel, financial and administrative resources of the project as well as Ankara and Adana office.

### **Administrative Duties:**

- Oversee recruitment, appointments, and administrative formalities.
- Collect, maintain, and update administrative and financial management data and documents relevant to the Project.
- Set up and maintain an appropriate office filing system, archive and follow of relevant correspondences and documents.
- Organize and coordinate project events and field visits incl. logistics, travel, accommodation etc.

### **Financial Duties:**

- Prepare and monitor payment requests and cash transfers within the Project, ensure payments are effected promptly such as salaries, bank transactions, third party payments etc.

- Prepare detailed cost estimates and lead reconciliation, budget analysis and projections as required.
- Advise and assist staff, experts, consultants on all aspects of reimbursements, salary payments, and other financial matters.
- Prepare the monthly-consolidated project budget and financial report.
- Perform procurement duties including quotation requests, purchase order and payment follow-ups, routine file back-ups, select and negotiate with local service providers within the established financial parameters.
- Prepare the audit files for internal & external auditors and make sure all financial documents are reviewed and available.

## **Required Skills and Experience**

### **Education:**

Bachelor's degree in Finance, Accounting, Business, Public Administration or closely related field.

### **Professional Experience:**

At least 2 years experience in administrative operations.

At least 5 years experience in financial budgeting and reporting.

### **Language Requirements:**

Proficiency in both written and spoken English and Turkish.

## **Competencies**

- Good computer literacy in Microsoft Office including word, excel, outlook (particular emphasis on Excel).
- Strong interpersonal skills; commitment to team work and to working across disciplines, cultures and stakeholders at all levels.
- Strong financial oversight skills, covering the full project cycle.
- Good judgement in balancing the need to follow orders and take initiatives.
- Well-organized, tidy and trustworthy person, methodical in his/her approach to the office environment and financial management of the project.
- Ability to understand and implement organisational and donor policies.
- Ability to manage and prioritize a varied workload in a in a dynamic work environment

## **IMPORTANT NOTICE**

DEVELOPMENT WORKSHOP COOPERATIVE is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.